



Accreditation Preparation Checklist

Accreditation is forefront in the minds of many these days. **Yes**, there is a new system that is replaces the old ADC (Annual Data Collection) system. **No**, it is not fully available yet. **Yes**, we are rigorously testing the system, including the functionality, performance, and security roles. We have signed off on over 75% of the screens and are quickly moving through the remaining. **Yes**, you will have at least seven weeks to enter accreditation information. The system will close February 21, 2014.

So what can you do to get ready for 2014 Accreditation? Here is a checklist.

[Click here if you would like a process flow chart.](#)

☐ TEAMS Security

*****CRITICAL*****

Make sure everyone who needs access to TEAMS has access to TEAMS. In order to have access to TEAMS when the accreditation piece is launched, the Authorized Representative must submit a [TEAMS Security Form](#) to the OPI for anyone requiring TEAMS access. The seven different security roles are described on the application form. If you believe you should have access to TEAMS, please confirm access with your Authorized Rep and then contact the OPI for login instructions.

☐ Complete TOE for FY 2012-2103

The OPI is collecting employment information for **every** employee of a district through the Terms of Employment (TOE). TEAMS Authorized Rep or TEAMS Human Resource access is necessary to enter TOE information. This information must be **complete by December 16** in order to complete the Compensation Expenditure report through MAEFAIRS. More information is found on the School Staffing website through these links.

- [Terms of Employment \(TOE\)](#)
- [OPI Position Codes](#)
- [SEID/TOE Getting Started Video](#)
- [SEID/TOE Getting Started Video Script \(if the video won't load\)](#)

☐ Complete TOE for FY 2013-2014

*****CRITICAL*****

This TOE collection is used as part of the accreditation process through TEAMS. ***This information must be completed prior to any other accreditation information being entered into TEAMS.*** Many districts have already completed this step, but ***if you have not, now is the time to do it!***

☐ Review TEAMS Informational Handout

This document provides summary level information about the various screens users will encounter in TEAMS, as well as which screens (and the data collected within) different users are required to fill out.

- [TEAMS Informational Handout](#)

☐ Determine K12 Course Codes

*****CRITICAL*****

All courses entered into TEAMS will utilize Montana-specific NCES K12 course codes. The OPI provides a tool that anyone can use to map local course codes to the MT K12 course codes. ***This mapping must be completed prior to any accreditation information being entered into the Teacher-Class.*** More information is found on the School Staffing website through these links.

- [K-12 Course Codes](#)
- [OPI Course Code Mapping Tool](#)
- [OPI's K-12 Course Code Mapping Tool User Guide](#)
- [Elementary Course Mapping Information](#)

☐ Collect Teacher-Class Information

The Teacher-Class information drives much of the accreditation process in TEAMS. The information collected in the Teacher-Class ties together classes and the educators who are assigned to them.

Much, if not all, of this information is typically found in a student information system. If your district utilizes **Infinite Campus**, **PowerSchool** or **Schoolmaster**, an **export is available** from your system that can be uploaded directly into TEAMS. These exports may require additional information be entered into the system initially, so contact your vendor's help desk or technical documents for more information.

- Infinite Campus Technical Support via OPI
 - [TEAMS Teacher-Class Technical Document](#)
 - Phone: 877-424-6681 or 406-444-3800
 - Email: opiainhelp@mt.gov
- PowerSchool Technical Support for District Technical Contacts
 - Hours: Monday-Friday, 6:00am – 8:00pm EST
 - Phone: 866-434-6276, Monday-Friday,
 - Email: PowerSchoolSupport@pearson.com
 - [Chat](#): Accessible via PowerSource
- Schoolmaster TEAMS Technical Support
 - TEAMS Teacher-Class Export Documentation: www.schoolmaster.com/support
 - Phone: 888-352-4731

TEAMS Authorized Rep, TEAMS District Data Entry or TEAMS School Data Entry access is necessary to enter Teacher-Class information. If your district does not utilize one of the listed student information systems, an excel file template is available to collect and upload the Teacher-Class information. Once the file template is complete, it must be converted to a .csv format to upload into TEAMS. More information is found on the School Staffing website through these links.

- [Teacher-Class Data Collection: Descriptions of Data](#)
- [Teacher-Class File Template](#)
- [How to Export an Excel File to CSV Format for Uploading](#)



☐ Collect District Accreditation Information

TEAMS will reuse as much information as possible, utilizing the information already gathered through the TOE and the Teacher-Class in order to prepopulate district accreditation tables. There are twelve district screens for the collection of accreditation and other required reporting. More information is found on the School Staffing website through this link.

- [Data Needed for TEAMS Entry](#)

☐ Collect School Accreditation Information

Similar to the district accreditation screens, there are three school screens (not including the school-level Teacher-Class screen). The information gathered in these screens will also aid in accreditation and other reporting. More information is found on the School Staffing website through these links.

- [Data Needed for TEAMS Entry](#)

TEAMS User Manual & Reference Guide

As soon as TEAMS is fully functional and available for all data entry, a complete and comprehensive *TEAMS User Manual and Reference Guide* will be available. ***When in doubt, check out the user manual!***

For more information, contact:

TEAMS Help	School Staffing Webpage	406.444.9444	OPITEAMS@mt.gov
Danielle Murphy	School Staffing Project Manager	406.444.1625	dmurphy@mt.gov
Effie Benoit	Accreditation Data Specialist	406.444.2410	ebenoit@mt.gov
Teri Wing	Accreditation Compliance Specialist	406.444.4436	twing@mt.gov
Joan Anderson	TEAMS Project Support (Part Time)	406.444.0701	janderson3@mt.gov